

## Management of work teams and meetings

Academic Year: ( 2023 / 2024 )

Review date: 02/06/2023 13:36:54

Department assigned to the subject: Transversal matters

Coordinating teacher: TINEO ALVAREZ, ANGELES

Type: Basic Core ECTS Credits : 3.0

Year : 2 Semester :

Branch of knowledge: Social Sciences and Law

## REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

None

## OBJECTIVES

- Identify what defines a work team:
- Decide the composition of a group according to the expected outcomes of the group.
- Set objectives and norms to regulate team work.
- Identify and perform different roles within the team.
- Take decisions in group according to a well-defined strategy

## DESCRIPTION OF CONTENTS: PROGRAMME

1. Introduction to work teams in the work environment
2. Teamwork skills
3. Phases in the formation of teams. Composition of the work teams.
4. The establishment of objectives
5. The roles of team members
6. The rules of the team
7. Teamwork techniques
8. Meeting management

## LEARNING ACTIVITIES AND METHODOLOGY

- ¿ Sharing of experiences of working in teams.
- ¿ Exercises showing team dynamics and how to behave in different team situations as well as playing different types of team roles.
- ¿ Presentation of the different contents of the program.
- ¿ Visual and graphic tools for team work.

## ASSESSMENT SYSTEM

<b>% end-of-term-examination/test:</b>	0
<b>% of continuous assessment (assignments, laboratory, practicals...):</b>	100

Final exam in the official exam session: 0 points.

Continuous assessment: 10 points of the overall grade.

- Attendance at 85% of the classes is compulsory in order to pass the course (i.e. 12 of the 14 classes).
- Active participation in the classes.
- Completion of exercises and practical activities in class and through Aula Global.
- Two written assessment tests: one in the 7th class, a short development test that will deal with the contents worked on in the previous classes; another in the 14th class: a development test on the whole of the syllabus taught in which students must summarise the contents dealt with and draw conclusions on the practical applications of the same at a professional level. They must also write a conclusion and personal self-assessment on the level of development they consider they have reached in the skill to

<b>% end-of-term-examination/test:</b>	0
<b>% of continuous assessment (assignments, laboratory, practicals...):</b>	100

which the subject refers.

- There may be other assessment tests that will be indicated in the weekly planning.

Percentage weight of the Final Exam: 0

Percentage weight of the rest of the evaluation: 10

Please note that, in accordance with current regulations, each enrolment in cross-disciplinary subjects, as in this case, will involve a single call and, in those cases in which the continuous assessment process includes a test, this must be taken during the timetable and in the classroom reserved for classes, as these cross-disciplinary subjects do not have a date reserved in the official exam calendars.

#### BASIC BIBLIOGRAPHY

- BOCK, L La nueva fórmula del trabajo., Ed. PENGUIN RANDOM HOUSE, 2015
- CEMBRANOS, F. y MEDINA, J.A. Grupos inteligentes. Teoría y práctica del trabajo en equipo. , Ed. PLANETA, 2014
- COVEY, S. R. Los 7 hábitos de la gente altamente efectiva., Ed. ESPASA LIBROS, 1990

#### ADDITIONAL BIBLIOGRAPHY

- COLEY, D. Cuando las arañas tejen juntas pueden atar a un león. , Ed. PENGUIN RANDOM HOUSE, 2018
- KNAPP, J.; ZARATSKY, J. y BRADEN, K. from GOOG LE VENTURES SPRINT: El método para resolver problemas y testar nuevas ideas sólo en 5 días. , Ed. CONECTA, 2018
- LUNDIN, S.D.; PAUL, H. y CHRISTENSEN, J. La eficacia de un equipo radica en su motivación. , Ed. URANO, 2000